



# ERIE COUNTY

## REQUEST FOR PROPOSAL (RFP)

For Community Housing Development Organizations to  
Sponsor, Develop and Manage  
Affordable Housing in the  
Erie County HOME Consortium

**RFP# 1229VP**

**October 16, 2012**

**Diane A. Cadle  
Environment and Planning  
EDWARD A. RATH COUNTY OFFICE BUILDING  
95 FRANKLIN STREET  
BUFFALO, NEW YORK 14202**

**COUNTY OF ERIE, NEW YORK**  
**REQUEST FOR PROPOSALS (“RFP”)**

**RFP# 1229VF**

**Community Housing Development Organization to Sponsor, Develop and Manage  
Affordable Housing--  
Erie County HOME Consortium**

**I. INTRODUCTION**

The County of Erie, New York (the “County”) is currently seeking Proposal from qualified Community Housing Development Organizations (CHDO) interested in sponsoring, developing or managing affordable housing for low income households in the Erie County HOME Consortium. Proposers interested in providing said services are invited to respond to this request.

It is the County's intent to select the Proposer that provides the best solution for the County's needs.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any proposer. The County reserves the right to award negotiated contracts to one or more proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

**II. PROPOSAL PROCEDURES**

**A. ANTICIPATED SCHEDULE OF PROPOSAL**

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP:	October 16, 2012
Optional Pre-Proposal Meeting	October 31, 2012, 10:00 AM
Proposals Due:	November 14, 2012
Selection Made:	Thirty (30) days following due date
Contract Signed:	Following all necessary County approvals

**B. GENERAL REQUIREMENTS**

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.

2. One (1) original and five (5) copies shall be submitted. Proposals MUST be signed. Unsigned proposals will be rejected.
3. Submission of the proposals shall be directed to:

Diane A. Cadle, Senior Housing Specialist  
Erie County Department of Environment and Planning  
Edward A. Rath County Office Building  
95 Franklin Street, Room 1055  
Buffalo, New York 14202

**All proposals must be delivered to the above office on or before November 14, 2012 at 3:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.**

4. Requests for clarification of this RFP must be written and submitted to Diane Cadle at Erie County Department of Environment and Planning, Edward A. Rath County Office Building, 95 Franklin Street, Room 1055, Buffalo, NY 14202; [Diane.Cadle@erie.gov](mailto:Diane.Cadle@erie.gov); (716) 858-6927 no later than 4:00 on November 2, 2012. Formal written responses will be distributed by the County on or before November 8, 2012. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.
5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.
6. No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.
7. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include the Erie County certification letter with the proposal.
8. If proposer is a Veteran Owned Business, proposer should include letter indicating company is 51% or more Veteran-owned.
9. Proposers are encouraged to attend the optional pre-proposal meeting which will be held at 10:00 a.m. on October 31, 2012 at 95 Franklin Street, Room 1004, Buffalo, NY 14202.
10. Fee: Each response shall include a lump sum fee for services.

### **III. SCOPE OF PROFESSIONAL SERVICES REQUIRED**

Reference should be made to Schedule A of this RFP for the required Scope of Services.

### **IV. STATEMENT OF RIGHTS**

#### **UNDERSTANDINGS**

**Please take notice**, by submission of a proposal in response to this request for proposals, the proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County of Erie and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the proposer to enter into an agreement with the County of Erie for the required services;
- by submitting a proposal, the proposer agrees and understands that the County of Erie is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County of Erie, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature, the Erie County Fiscal Stability Authority, and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the proposer also understands and agrees that the County of Erie reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals
- To waive any irregularities in proposals received after notification to proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the proposer;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;

- While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

## **EVALUATION**

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate:

- Evaluation of the organization qualifications as a CHDO, personal background and resume(s) of individuals involved in providing services.
- Evaluation of the proposer's fee submission. It should be noted that while price is not the only consideration, it is an important one.
- A determination that the proposer has submitted a complete and responsive proposal as required by this RFP.
- An evaluation of the proposer's projected approach and plans to meet the requirements of this RFP. This will include the agency time frame to carry out the project, per unit cost, other funding commitments and other criteria as outlined in Schedule A of this RFP.
- The proposer's presentation at and the overall results of any interview conducted with the proposer.
- MBE/WBE Participation
- Past performance when undertaking work for the Erie County Department of Environment and Planning.
- Miscellaneous
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "B". Unsigned proposals will be rejected.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.
- No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

## **CONTRACT**

After selection of the successful proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority and the Office of the County Attorney. NO

RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

The term of the contract shall be for two (2) year period commencing on the date of the agreement and terminating two (2) years from the date of the agreement. The County, in its sole discretion may extend the agreement beyond the initial term for up to two (2) additional one-year periods at the same prices and conditions.

## **INDEMNIFICATION AND INSURANCE**

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

“In addition to, and not in limitation of the insurance requirements contained herein the Agency agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Agency shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Agency or third parties under the direction or control of the Agency; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the proposer and the County, the proposer will be required to provide proof of the insurance coverage described in Schedule “C”.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

## **NON-COLLUSION**

The proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

## **CONFLICT OF INTEREST**

All proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County of Erie. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

## COMPLIANCE WITH LAWS

By submitting a proposal, the proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

## CONTENTS OF PROPOSAL

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

a) insert the following notice in the front of its proposal:

### **"NOTICE**

**The data on pages \_\_\_\_ of this proposal identified by an asterisk (\*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the proposer's competitive position.**

**The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."**

and

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page " **\* THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."**

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

## **EFFECTIVE PERIOD OF PROPOSALS**

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than 180 days from the proposal date.



**SCHEDULE A**  
**Request for Proposals (RFP)**  
**Community Housing Development Organizations (CHDOs)**  
**2013**  
**RFP# 1229VP**

Erie County Community Development  
95 Franklin Street, Room 1055  
Buffalo, New York 14202  
Contact Person – Diane A. Cadle  
(716) 858-6927

Issuing Agency: Erie County Department of Environment and Planning  
Issue Date: October 16, 2012  
Deadline Date: November 14, 2012  
Information Meeting: October 31, 2012, Rath Building, 95 Franklin Street, Buffalo NY  
Room 1004, 10:00 AM

**I. Background**

The Erie County Department of Environment and Planning administers the federally funded Home Investment Partnership Program (HOME) on behalf of municipalities comprising the Erie County HOME Consortium. These communities are noted on Attachment A to this RFP. HOME funds are currently available to eligible Community Housing Development Organizations servicing the Consortium area.

**II. Proposal Objective**

The objective of this request is to select one or more CHDO(s) sponsored, developed or managed projects for funding in this current round. (See Attachment B for CHDO definition for sponsor, developer and manager.) Eligible activities are listed on Attachment C to this RFP.

**III. Amount of Funds Available**

Project Funds: The Department of Environment and Planning is soliciting proposals for projects capable of utilizing \$100,000 in CHDOs set aside funds. Proposals can be submitted for projects having a projected cost over the set aside amount; however, the applicant will be responsible for financing the excess amount. Proposals will also be accepted which request amounts less than the set aside amount.

#### **IV. Grants versus Loans**

Project funds can be issued as either loans or grants subject to federal limitations. Proposals must indicate the type of assistance sought and where loans are requested the application should include the terms of the loan. Preference in the review process is given to projects, which seek loans while at the same time maintaining the maximum affordable nature of the project.

#### **V. Fund Expenditure**

Federal regulations require that HOME funds allocated for specific CHDO/HOME project expenses be expended within certain time frames. Failure to comply with the target expenditure dates will result in the loss of Erie County HOME Consortium funds.

CHDO Project(s) receiving funding under this RFP must invoice the County for payment for eligible CHDO expense before May, 2015.

#### **VI. Required Submittals**

1. Five copies of the enclosed Erie County Application for loan/grant assistance.
2. CHDO Checklist – Attachment D and required documents
3. Current Board of Directors Roster.

#### **VII. Other Proposal Requirements**

##### **Rental Housing**

1. The proposals can be for one or more new or existing buildings, or a single site that is under common ownership, management, and financing. Proposals for rental housing can also be for scattered sites as long as they are within four blocks of each other, are under common ownership, management and financing, and receive HOME assistance as part of a single undertaking. All sites must be located in the Erie County HOME Consortium communities.
2. Only units receiving HOME monies are considered HOME assisted units and therefore subject to HOME expenditure limits. Rent and occupancy rules apply to HOME assisted units.
3. The maximum average HOME subsidy per unit:

<u>0 Bedroom</u>	<u>1 Bedroom</u>	<u>2 Bedrooms</u>	<u>3 Bedrooms</u>	<u>4 Bedrooms</u>
\$132,814	\$152,251	\$185,136	\$239,506	\$262,903

Minimum HOME expenditure is an average of \$1,000 per HOME assisted unit.

4. HOME assisted units are subject to rent controls. The HOME rents for Erie County are attached (Attachment E).
5. The HOME assisted rental units proposed must have rents that are the lesser of the following:
  - a. The Section 8 Fair Market Rents for existing housing minus tenant paid utilities. (High HOME Rent – See Attachment E).
  - b. Rents, which are 30% of the adjusted income for households at 65% of the median income minus tenant paid utilities (see Attachment E for Low HOME Rents and see Attachment E for income).
6. For projects with 5 or more units, 20% of HOME assisted units must have rents which equal 30% of annual income for households at 50% of the median income minus tenant paid utilities (see Attachment F for income).
7. HOME assisted rental housing must be affordable for a period of time depending on the amount of HOME funds that are used per unit. If \$14,999 per unit or less is used the affordability period is 5 years; \$15,000 - \$40,000 is used per unit, the affordability period is 10 years, and more than \$40,000, or rehabilitation involving refinancing, the affordability period is 15 years for existing rental housing. The affordability period for new rental construction is 20 years.
8. Eligible tenants' household income for funds made available from these funds:
  - The household income of the eligible tenants must be below 80% of the area's median income, as determined by HUD. (See Attachment F for income).
  - 90% of the families receiving HOME rental assistance must be families whose annual incomes do not exceed 60% of the median family income, as determined by HUD (see Attachment F for income).
  - At least 20% of the HOME assisted rental units must be occupied by families who have annual incomes that are at or below 50% of the median family income, as determined by HUD (see Attachment F for income).

## **Home Ownership**

1. The household income of eligible homebuyers must be at or below 80% of the area's median income, as determined by HUD (see Attachment F for income).
2. Form of ownership for the homebuyer shall be fee simple title.

3. The value of the property purchased may not exceed 95% of the median area's purchase price as determined by HUD Section 203(b) FHA mortgage limits. The County's figures are \$122,500 for a single family dwelling, and \$148,983 for a two-family dwelling in the Erie County Consortium.
4. Property purchased by the homebuyer must be occupied as a principal residence for a period of years (known as the affordability period), depending on the amount of HOME funds received by the homebuyer (see chart below) from the date HOME funds are received by the homebuyer.

5 years - less than \$15,000    15 years - greater than \$40,000  
 10 years - \$15,000 - \$40,000

If the homebuyer does not retain ownership of the property for the full period one of the following two options must be implemented in order to insure continued affordability:

### ***Resale Restriction***

- Option 1:** The Organization may use the proceeds from the repayment of the loan to the original first-time homebuyer to assist another eligible first-time homebuyer to obtain a home within the Consortium's communities.
- Option 2:** The Organization may use the proceeds from the repayment of the loan to insure that the subsequent purchase of that particular first-time homebuyer's property can afford the home while insuring a fair return to the seller.

The Organization should state in its proposal how the affordability period would be insured in accordance with the HOME Investment Partnership Program – 24 CFR, Part 92 and if the HOME units will be fixed or floating units.

## **VIII. Project Selection**

**Review Process:** All proposals will be reviewed by a committee comprised of representatives from the Erie County HOME Consortium and staff from the Erie County Department of Environment and Planning. Review criteria will include; but may not be limited to the following:

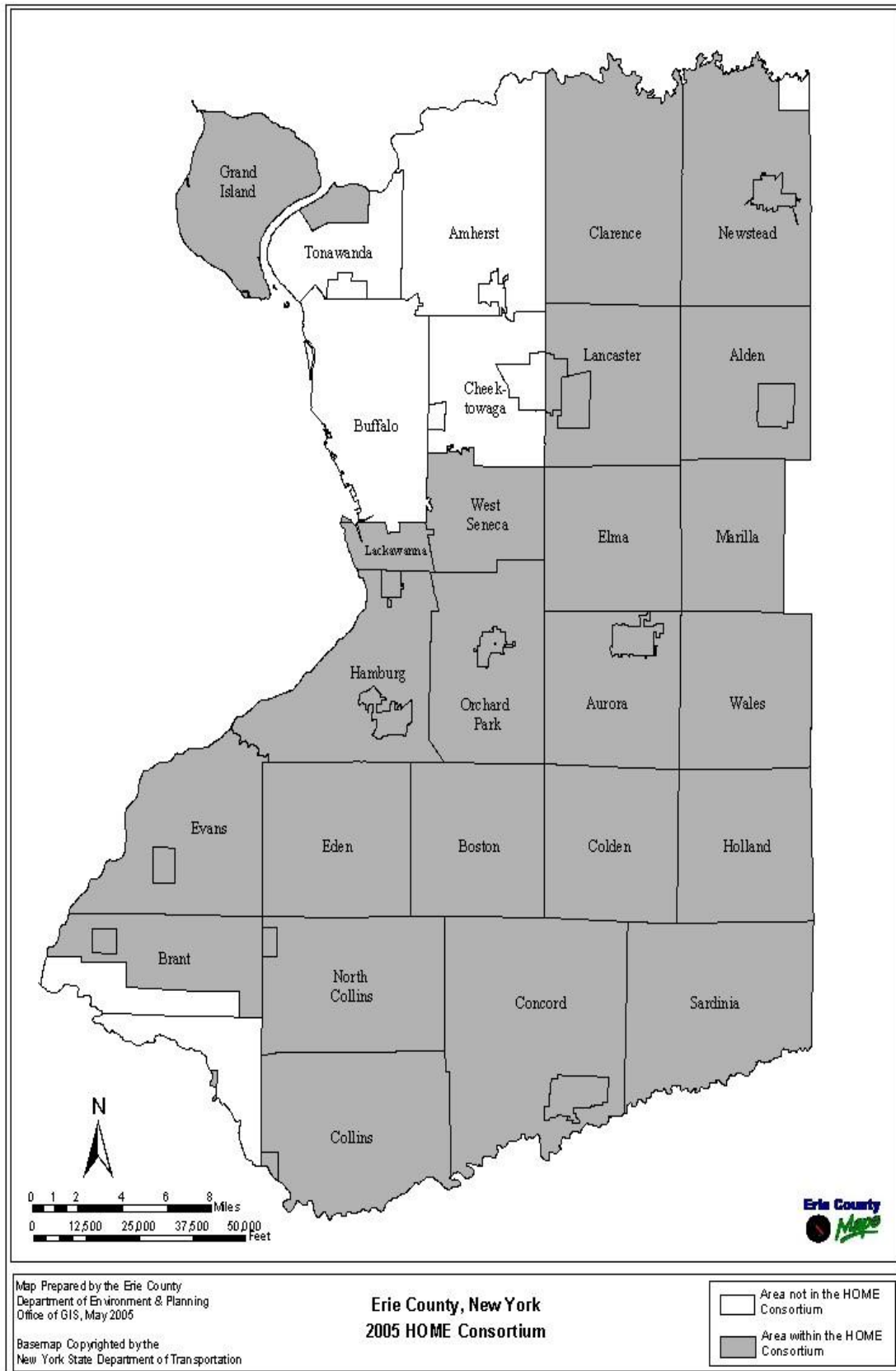
- A. The experience and the capacity of the CHDO in implementing housing development projects similar to the one proposed under this RFP.
- B. Need for overall housing assistance to the target group as evidenced by information contained in the application and the 2010-2014 Consolidated Plan, as prepared by the Department of Environment and Planning on behalf of the Erie County HOME Consortium. A copy of this document is available for review at the Department of Environment and Planning or at [www.erie.gov](http://www.erie.gov).

- C. The type of HOME project funding assistance requested to carry out the project. For example, a project which is able to utilize HOME monies as a loan may have preference under these criteria over those seeking straight grants.
- D. Per unit cost proposed for the project.
- E. Other funding commitments.
- F. Ability of the project to obtain full rent out and/or sale as evidenced by information contained in the market study.
- G. Consistency with local zoning and support of host municipality where applicable.
- H. Quality of proposal's monitoring plan for continued income eligibility of tenants, rents charged, and marketing/outreach plan for seeking new low-income tenants as vacancies arise.
- I. Total units earmarked for households having annual incomes of 60% or less of the County median income.
- J. Prior performance in administering HOME and CDBG funds.
- K. Prior award of HOME Consortium CHDO and CDBG funds; organizations which have not received funding assistance in three or more years will receive greater consideration under this criteria.
- L. The overall need for affordable housing in the proposed neighborhood which the project will be located.
- M. Project/proposal is part of a neighborhood strategy plan or municipal comprehensive plans by an appropriate governing body (e.g. City Council, Planning Board, and CHDO Board of Directors).
- N. Priority will be given to project/proposals that target low income families as the targeted population the housing will serve.

## **IX. MISCELLANEOUS**

- 1. Erie County reserves the right to reject any or all proposals.
- 2. The applicant must be able to meet Erie County's insurance requirements under classification C. Go to [www.eriecounty.gov](http://www.eriecounty.gov) for copy of insurance requirements.
- 3. The applicant must comply with all County and federal grant requirements. A copy of the HOME Investment Partnership Program Consolidated Interim Rule – 24 CFR Part 92 – 9/16/96 and proposed rules published December 16, 2011 is available for review at the Department of Environment and Planning.
- 4. Applicants for funding under this RFP shall complete and submit the CHDO Checklist (attachment D) as part of this application.

# ATTACHMENT A



# ATTACHMENT B

## CHDO Role Requirements

### A. **CHDO as a “Developer”**

A CHDO is a “developer” when it (1) either owns a property and develops a project, or has a contractual obligation to a property owner to develop a project; and (2) performs all the functions typically expected of for-profit developers, and assumes all the risk and rewards associated with being the project developer.

- 1) For rental housing, the CHDO must obtain financing, and rehabilitate or construct the project. If it owns the property, the CHDO may maintain ownership and manage the project over the long term, or it may transfer the project to another entity for long-term ownership and management. If it does not own the property, the CHDO must enter into a contractual obligation with property owner. The contractual obligation to develop the project is between the owner and the CHDO, and is independent of the PJ.

or

- 2) For homebuyers programs, the CHDO must obtain project financing, rehabilitate or construct the dwelling(s), and have title of the property and the HOME loan/grant obligations transferred to a HOME qualified homebuyer within a specified timeframe. If it does not own the property, the CHDO must enter into a contractual obligation with the property owner. This contractual obligation is independent of the PJ.

In both the former and the latter cases, developer fees negotiated with the PJ are eligible soft costs under Section 92.206 of the HOME regulations.

### B. **CHDO as “Owner”**

The CHDO is an “owner” when it holds valid legal title to or has a long term (99 year minimum) leasehold interest in a property. The CHDO may be an owner with one or more individuals, corporations, partnerships or other legal entities. If it owns the project in partnership, it or its wholly owned nonprofit or for-profit subsidiary must be the managing general partner with effective control (i.e., decision-making authority) of the project. The CHDO may be both owner and developer, or may have another entity as the developer.

### C. **CHDO as “Sponsor”**

A CHDO is a “sponsor” for HOME-assisted rental or homebuyer housing according to the circumstances outlines below. (In either case, the CHDO must always own the property prior to the development phase of the project.):

- 1) For HOME-assisted rental housing, the CHDO may develop a project that it solely or partially owns and agrees to convey ownership to a second non-profit organization at a predetermined time prior to or during development or upon completion of the development of the project. The

HOME funds are invested in the project owned by the CHDO. The CHDO sponsor selects the non-profit organization it will assist. The non-profit assumes from the CHDO the HOME obligation (including any repayment of loans) for the project as a specified time. If the property is not transferred to the non-profit organization, the CHDO sponsor remains liable for the HOME loan/grant obligation.

The non-profit organization must be financially and legally separate from the CHDO “sponsor”. The CHDO “sponsor” must provide sufficient resources to the non-profit organization to ensure the development and long-term operation of the project.

or

- 2) For a HOME-assisted homebuyers program, the CHDO owns and develops a property and transfers title and the HOME loan/grant obligations and resale requirements to a HOME-qualified applicant within a specified timeframe.

The HOME funds are invested in the property owned (or acquired) by the CHDO. The sponsor (acquired and) completes the rehabilitation or construction of the property. At completion of the rehabilitation or construction, the CHDO is required to sell (transfer) the property along with the HOME loan/grant obligations to a first-time homebuyer.

This sponsorship role could include a lease-purchase approach whereby the CHDO sponsor would lease the property to a homebuyer for a period not to exceed three years. At the expiration of the lease, the CHDO must sell or transfer the property along with the HOME loan/grant obligations to the homebuyer. If the property is not transferred, the CHDO retains ownership and all HOME rental requirements apply.



# ATTACHMENT C

## ELIGIBLE ACTIVITIES – PROJECT FUNDS

### HOME Eligible Activities – Project Funds

1. HOME funds may be used by a CHDO of a not-for-profits organization to provides incentives to develop and support affordable rental housing and homeownership affordability through the acquisition (including assistance to homebuyers), new construction, reconstruction, or moderate or substantial rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvements conversion, demolition, and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations; and to provide payment of reasonable price related administrative and planning costs. The housing must be permanent or transitional housing and includes permanent housing for disabled homeless persons and single-room occupancy housing. The specific eligible costs for these activities are set forth later in this attachment.
2. Acquisition of vacant land or demolition must be undertaken only with respect to a particular housing project intended to provide affordable housing.
3. Housing that has received an initial certificate of occupancy or equivalent document within a one-year period before a participating jurisdiction commits HOME funds to the project is new construction for purposes of this part.
4. Conversion of an existing structure to affordable housing is rehabilitation, unless the conversion entails adding one or more units beyond the existing walls, in which case, the project is new construction for purposes of this part.

### Eligible Project Costs

HOME funds may be used to pay the following eligible costs:

- A. *Development hard costs.* The actual cost of constructing or rehabilitating housing. These costs include the following:
  - (1) For new construction, costs to meet the applicable new construction standards of the participating jurisdiction and the Model Energy Code referred to in 92.251 of the federal HOME regulations.
  - (2) For rehabilitation, costs:
    - i. To meet the applicable rehabilitation standards of the participating jurisdiction or correct substandard conditions to, minimally, the federal housing quality standards.
    - ii. To make essential improvements, including energy-related repairs or improvements, improvements necessary to permit use by handicapped person, and

the abatement of lead-based paint hazards, as required by federal regulations and to repair or replace major housing systems in danger of failure; and

- iii. To refinance existing debt secured by a single-family owner-occupied unit when loaning HOME funds to rehabilitate the unit, if the overall housing costs of the borrower will be reduced and made more affordable.
- (3) For both new construction and rehabilitation, costs:
- i. To demolish existing structures;
  - ii. To make utility connections including off-site connections from the property line to the adjacent street; and
  - iii. To make improvements, to the project site, that are in keeping with improvements of surrounding, standard projects. Site improvements may include on-site roads and sewer and water lines necessary to the development of the project. The project site is the property, owned by the project owner, which the project is located.

B. *Acquisitions costs.* Costs of acquiring improved or unimproved real property, including acquisition by homebuyers.

#### **Project-specific assistance to community housing development organizations**

(a) *Project-specific technical assistance and site control loans*

- (1) *General.* HOME funds may be used by a participating jurisdiction to provide technical assistance and site control loans to community housing development organizations in the early stages of site development for an eligible project. These loans may not exceed amounts that the participating jurisdiction determines to be customary and reasonable project preparation costs allowable under paragraph (a)(2) of this section. All costs must be related to a specific eligible project or projects.
- (2) *Allowable expenses.* A loan under this paragraph (a) of this section may be provided to  
Cover project expenses necessary to determine project feasibility (including costs of an initial feasibility study), consulting fees, costs of preliminary financial applications, legal fees, engineering fees, engagement of a development team, site control and title clearance. General operational expenses of the community housing development organization are not allowable expenses.
- (3) *Repayment.* A community housing development organization that receives a loan under paragraph (a) of this section must repay the loan to the participating jurisdiction from construction loan proceeds or other project income. The participating jurisdiction may waive repayment of the loan, in part or in whole, if there are impediments to project development that the participating jurisdiction determines are reasonably beyond the control of the borrower.

(b) *Project-specific seed money loans*

- (1) *General.* Within the limit specified in paragraph (a) of this section, HOME funds may be used to provide loans to community housing development organizations to cover preconstruction projects costs that the participating jurisdiction determines to have customary and reasonable, including, but not limited to the costs of obtaining firm construction loan commitments, architectural plans and specifications, zoning approvals, engineering studies, and legal fees.
- (2) *Eligible sponsors.* A loan under paragraph (b) of this section may be provided only to a community housing development organization that has, with respect to the project concerned, site control (evidenced by a deed, a sales contract, or an option contract to buy the property), a preliminary financial commitment, and a capable development team.
- (3) *Repayment.* A community housing development organization that receives a loan under paragraph (b) of this section must repay the loan to the participating jurisdiction from construction loan proceeds or other project income. The participating jurisdiction may waive repayment of the loan, in whole or in part, if there are impediments to project development that the participating jurisdiction determines are reasonably beyond the control of the community housing development organization.

## ATTACHMENT D

### CHDO CHECKLIST

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, Section 92.2 of the HOME Interim Rule. The checklist should be completed and submitted with CHDO proposal in order for the County of Erie to certify or recertify your agency as a CHDO.

#### I. LEGAL STATUS

- A. The non-profit organization is organized under state or local laws, as evidenced by:

\_\_\_\_\_ A Charter; OR  
\_\_\_\_\_ Articles of Incorporation

- B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:

\_\_\_\_\_ A Charter; OR  
\_\_\_\_\_ Articles of Incorporation

- C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Service Code of 1986, as evidenced by:

\_\_\_\_\_ a 501 (c) Certificate from the IRS

- D. Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement to the organization's:

\_\_\_\_\_ Charter;  
\_\_\_\_\_ Articles of Incorporation;  
\_\_\_\_\_ By-Laws; **OR**  
\_\_\_\_\_ Resolutions

#### II. CAPACITY

##### Financial Management and Capacity

- A. Conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards for Financial Management Systems", as evidenced by:

\_\_\_\_\_ a notarized statement by the president, or chief financial officer of the organization;  
\_\_\_\_\_ a certification from a Certified Public Accountant; **OR**  
\_\_\_\_\_ a HUD approved audit summary

1. Show evidence of financial soundness of the organization. Provide a copy of most recent audit report.
2. List the funding sources for the operation of the organization.
3. Provide a copy of the organization's most recent operation budget for all activities and programs.
4. How does the Board of Directors monitor the financial status of the corporation?
5. Does the organization have funds available for pre-development expenses and capital advances required for the development of the proposed project? Provide evidence.
6. Portfolio of corporate liabilities—Does the organization have a portfolio of properties? If yes provide a list of the properties.

B. Demonstrate capacity for carrying out activities assisted with HOME funds as evidenced by:

\_\_\_\_\_ CHDO Staff Development Experience

1. Staff classification and documentation
  - List the name and title of all staff employed by the CHDO
  - Full-time or part-time employment - provide a copy of payroll report or a W-4 or W-2
  - Contracted staff - provide a copy of the employees' contract and a W-9 and 1099
2. Provide detailed experience of key staff who have completed similar projects of HOME activities
  - Homeownership development
  - Rental development
  - Other real estate development and management
  - Other related experience

\_\_\_\_\_ CHDO Developer Capacity

1. Describe the organization's past and current performance
  - HOME / CHDO projects
  - Past development performance
  - Housing programs and Federal grant management performance
2. Describe the CHDO developer capacity
  - Organization structure to support development
  - Management structure to support development
  - Current pipeline / backlog
  - Staff capacity
  - Board expertise / oversight
  - Skill / capacity to market (for sale) or manage (rental) units

3. Describe the development team capacity
- Development team roles - list the development team for this proposed project; include the role of the team members, the individual names and qualifications as they relate to this project

- C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:

\_\_\_\_\_ a statement that documents at least one year of experience in serving the community; OR  
\_\_\_\_\_ for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community

The CHDO, or its parent organization, must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or child care facilities. The statement must be signed by the president of the organization or by a HUD-approved representative.

### III. ORGANIZATIONAL STRUCTURE

- A. Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives or low-income neighborhood organizations as evidenced by:

\_\_\_\_\_ the organization's By-Laws;  
\_\_\_\_\_ Charter; **OR**  
\_\_\_\_\_ Articles of Incorporation

Under the HOME program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state), provided that the governing board contains low-income residents from each of the multi-county areas.

- B. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by:

\_\_\_\_\_ the organization's By-Laws;  
\_\_\_\_\_ Resolutions; **OR**  
\_\_\_\_\_ a written statement of operating procedures approved by the governing body

- C. A CHDO may be chartered by a state or local government; however, the state or local government may not appoint: (1) more than one-third of the membership of the organization's governing body; (2) the board members appointed by the state or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials, as evidenced by:

\_\_\_\_\_ the organization's By-Laws;  
\_\_\_\_\_ Charter; **OR**  
\_\_\_\_\_ Articles of Incorporation

- D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by:

\_\_\_\_\_ the organization's By-Laws;  
\_\_\_\_\_ Charter; **OR**  
\_\_\_\_\_ Articles of Incorporation

**IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES**

- A. Is not controlled, nor received directions from individuals, or entities seeking profit from the organization, as evidenced by:

\_\_\_\_\_ the organization's By-Laws; **OR**  
\_\_\_\_\_ a Memorandum of Understanding (MOU)

- B. A community Housing Development Organization may be sponsored or created by a for-profit entity; however:

- (1) the for-profit entity's primary purpose does not include the development or management of housing, as evidenced:

\_\_\_\_\_ in the for-profit organization's By-Laws

**AND**

- (2) The CHDO is free to contact for goods and services from vendor(s) of its own choosing, as evidenced in the CHDO's:

\_\_\_\_\_ By-Laws;  
\_\_\_\_\_ Charter; **OR**  
\_\_\_\_\_ Articles of Incorporation

All evidence that supports the agency's qualification as a CHDO must be submitted with this checklist.

## **ATTACHMENT E**

### **HOME Program Rent Limits**

	<b>Low HOME Rent</b>	<b>High HOME Rent</b>
Efficiency	\$578	\$605
1 Bedroom	\$606	\$606
2 Bedrooms	\$728	\$728
3 Bedrooms	\$859	\$901
4 Bedrooms	\$958	\$994
5 Bedrooms	\$1058	\$1143
6 Bedrooms	\$1156	\$1292

Effective 11/16/2011



## ATTACHMENT F

### INCOME ELIGIBILITY SCHEDULE ERIE COUNTY HOME PROGRAM

<b><u>No. of Persons</u></b>	<b><u>30% of Erie County Median</u></b>	<b><u>50% of Erie County Median</u></b>	<b><u>60% of Erie County Median</u></b>	<b><u>80% of Erie County Median</u></b>
1	\$ 13,900	\$ 23,150	\$27,780	\$37,050
2	15,900	26,450	31,740	42,350
3	17,900	29,750	35,700	47,650
4	19,850	33,050	39,660	52,900
5	21,450	35,700	42,840	57,150
6	23,050	38,350	46,020	61,400
7	24,650	41,000	49,200	65,600
8 or more	26,250	43,650	52,380	69,850

Effective: December 1, 2011



## ERIE COUNTY

<b>Issue Date:</b> October 16, 2012	<b>Request for Proposal Number:</b> (Staff will complete)	<b>For:</b> HOME Funds
<b>Department:</b> Environment and Planning	<b>Date/Time of Closing:</b> November 14, 2012	<b>Contact Person:</b> Diane Cadle 716-858-6927 <a href="mailto:Diane.Cadle@erie.gov">Diane.Cadle@erie.gov</a>

### ERIE COUNTY HOME INVESTMENT PARTNERSHIP PROGRAM 2013

### ***PROPOSAL COVER SHEET***

***READ AND SIGN BELOW. UNSIGNED COVERSHEETS WILL NOT BE ACCEPTED.***

#### **REQUEST: \$100,000**

Program Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Role of the Applicant: Project owner \_\_\_\_; Project developer \_\_\_\_; Project sponsor \_\_\_\_;  
(Please check one or more) See attachment B for a description of CHDO roles.

***Deadline: All proposals must be received by November 14, 2012, 3:00 PM, to be considered for this funding***

#### **SIGN BELOW, PROPOSALS WITH AN UNSIGNED COVERSHEET WILL NOT BE CONSIDERED**

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information regarding this proposal reflects accurate data regarding need, and estimates of planned/delivered services. This proposal was considered and approved for submission by the Board of Directors on \_\_\_\_\_ (date). By signing this application, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, subject to final negotiation and acceptance by Erie County and subsequent contract award.

\_\_\_\_\_  
Executive Director – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Directors

\_\_\_\_\_  
Date

#### ***Erie County Department of Environment and Planning***

Edward A. Rath County Office Building  
95 Franklin Street, Room 1064  
Buffalo, New York 14202

# **HOME Initiatives Program**

## **APPLICATION**

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### **PART 1**

## **STANDARD APPLICATION**

# Community Housing Development Organization (CHDO)/Not-for Profit Organization

## APPLICATION

I. REQUEST	
<input type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Program</u>  <b>CHDO/HOME Funds</b> </div> <div style="text-align: center;"> <u>Request Amount</u>            \$ _____         </div> </div>
<b>PURPOSE:</b>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Acquisition</div> <div style="width: 50%;"><input type="checkbox"/> Rehabilitation Only</div> <div style="width: 50%;"><input type="checkbox"/> Acquisition and Rehabilitation</div> <div style="width: 50%;"><input type="checkbox"/> Seed Money</div> <div style="width: 50%;"><input type="checkbox"/> Technical Assistance</div> <div style="width: 50%;"><input type="checkbox"/> New Construction</div> <div style="width: 50%;"><input type="checkbox"/> Other: (specify)</div> </div>

II. PROJECT NAME AND LOCATION	
Project Name: _____	
Project Address: _____	
City: _____	County: _____ Zip: _____
Census Tract #: _____ Consolidated Plan Region: _____	

III. APPLICANT INFORMATION	
<b>A. TYPE OF APPLICANT</b>	
(Check all that apply)	
<input type="checkbox"/> Applicant is an existing CHDO	
<input type="checkbox"/> Applicant is a new CHDO being formed for the purpose of receiving financial assistance from Erie County.	

B. NAME AND ADDRESS OF APPLICANT	
Name: _____ Contact: _____	
(print name) _____	
Address (no P.O. boxes): _____ Suite #: _____	
Mailing Address (if different): _____	
City: _____	State: _____ Zip: _____
County: _____	Duns # _____ Tax/Federal I.N.# _____
E-mail address: _____	
Phone: (    ) _____	Fax: (    ) _____

### C. PRINCIPALS OF PROJECT

Managing General Partner: Name: \_\_\_\_\_ Ownership: \_\_\_\_\_ %  
Contact: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
Address (no P.O. boxes): \_\_\_\_\_ Suite # \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Other General Partner(s): Name: \_\_\_\_\_ Ownership: \_\_\_\_\_ %  
Contact: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
Address (no P.O. boxes): \_\_\_\_\_ Suite # \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Corporate Officers:      President: \_\_\_\_\_ Ownership: \_\_\_\_\_ %  
                                 Secretary: \_\_\_\_\_ Ownership: \_\_\_\_\_ %  
                                 Treasurer: \_\_\_\_\_ Ownership: \_\_\_\_\_ %  
                                 Other Officer: \_\_\_\_\_ Ownership: \_\_\_\_\_ %

### IV. EVIDENCE OF SITE OR PROPERTY CONTROL

☐ Warranty Deed (recorded)      ☐ Contract for Deed      ☐ Purchase Option      ☐ In Escrow  
☐ Earnest Money Contract      ☐ Contract for Lease\*      ☐ Option to Lease\*      ☐ Letter of Intent

Expiration of Contract or Option:      \_\_\_/\_\_\_/\_\_\_

Expiration of Feasibility Contingency :      \_\_\_/\_\_\_/\_\_\_

Expiration of Financing Contract:      \_\_\_/\_\_\_/\_\_\_

Anticipated Closing Date:      \_\_\_/\_\_\_/\_\_\_

*\*must be a long-term lease*

### V. DESCRIPTION OF PROJECT

#### A. TYPE

(Check all that apply)

☐ Multifamily Rental  
☐ Townhouse Units  
☐ Scattered Sites  
☐ Single Floor (flats) Units      ☐ Duplexes  
☐ Elderly Housing  
☐ Transitional Housing  
☐ Detached Single Family Residences on One Lot  
☐ Detached Single Family Residence Subdivision      ☐ Other: (specify) \_\_\_\_\_

## B. SITE DESCRIPTION

Location (address) \_\_\_\_\_

Size: \_\_\_\_\_ acres \_\_\_\_\_ square feet Is the property zoned for intended use? ☐ Yes ☐ No

Is the present use of the property non-conforming under existing zoning restrictions? ☐ Yes ☐ No

Is the property in the process of rezoning? ☐ Yes ☐ No

Current zoning (or describe permitted uses): \_\_\_\_\_

Flood Zone Designation: \_\_\_\_\_

Describe Topography: \_\_\_\_\_

### Mark all proposed or existing off-site facilities

- |  |   |  |   |  |
|--|---|--|---|--|
| <input type="checkbox"/> Electric      | <input type="checkbox"/> Gas            | <input type="checkbox"/> Storm Drains  | <input type="checkbox"/> Water - public | <input type="checkbox"/> Water - private |
| <input type="checkbox"/> Sidewalks     | <input type="checkbox"/> Street Lights  | <input type="checkbox"/> Fire Hydrants | <input type="checkbox"/> Sewers-public  | <input type="checkbox"/> Sewers-private  |
| <input type="checkbox"/> Paved Streets | <input type="checkbox"/> Concrete Curbs | <input type="checkbox"/> Rolled Curbs  | <input type="checkbox"/> Well           | <input type="checkbox"/> Septic          |

Expected date of availability: \_\_\_\_/\_\_\_\_/\_\_\_\_

## C. DESCRIPTION OF IMPROVEMENTS

Total # Units: \_\_\_\_\_ # Buildings: \_\_\_\_\_ # Floors: \_\_\_\_\_ Age: \_\_\_\_\_ years

Current vacancies: \_\_\_\_\_ as of \_\_\_\_/\_\_\_\_/\_\_\_\_ # HOME Program Units: \_\_\_\_\_

Net Residential Sq. Ft.: \_\_\_\_\_ Common Area Sq. Ft. \_\_\_\_\_

Net HOME Units Residential Sq. Ft. \_\_\_\_\_

Non-Residential Sq. Ft.: \_\_\_\_\_ Gross Sq. Ft. \_\_\_\_\_

## D. CONSTRUCTION SPECIFICATIONS

(Mark all applicable categories for both proposed and existing projects)

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Wood Frame             | <input type="checkbox"/> Steel Frame           | <input type="checkbox"/> Masonry                       | <input type="checkbox"/> Poured-in-place Concrete |
| <input type="checkbox"/> Slab on Grade          | <input type="checkbox"/> Post Tension Slab     | <input type="checkbox"/> Pier & Beam Foundation        | <input type="checkbox"/> Grade Beams              |
| <input type="checkbox"/> Light Weight Concrete  | <input type="checkbox"/> Masonry Veneer        | <input type="checkbox"/> Common Brick                  | <input type="checkbox"/> Concrete Block           |
| <input type="checkbox"/> Stone                  | <input type="checkbox"/> Plywood Exterior      | <input type="checkbox"/> Hardboard Sheet Exterior      | <input type="checkbox"/> Wood Siding              |
| <input type="checkbox"/> Shingle Siding         | <input type="checkbox"/> Stucco                | <input type="checkbox"/> Wood Trim                     | <input type="checkbox"/> Composition Shingle Roof |
| <input type="checkbox"/> Built-up Rock Roof     | <input type="checkbox"/> Wood Shingle Roof     | <input type="checkbox"/> Wood Shake Roof               | <input type="checkbox"/> Concrete Tile Roof       |
| <input type="checkbox"/> Clay Tile Roof         | <input type="checkbox"/> Galvanized Metal Roof | <input type="checkbox"/> Fiberglass Shingle Roof       | <input type="checkbox"/> Drywall                  |
| <input type="checkbox"/> Plaster                | <input type="checkbox"/> Forced Air Unit       | <input type="checkbox"/> Central Heat & Air            | <input type="checkbox"/> Heat Pump System         |
| <input type="checkbox"/> Evaporative Cooling    | <input type="checkbox"/> Window Air            | <input type="checkbox"/> Thru-wall Air                 | <input type="checkbox"/> Wall Furnace             |
| <input type="checkbox"/> Floor Furnace          | <input type="checkbox"/> Baseboard Heating     | <input type="checkbox"/> Radiant Ceiling Heat          | <input type="checkbox"/> Manufactured Housing     |
| <input type="checkbox"/> Other: (specify) _____ |  | <input type="checkbox"/> Elevator(s): # of stops _____ | # in project: _____                               |

**E. INTERIOR FEATURES & SPECIFICATIONS**

(Mark all applicable features for both proposed and existing projects)

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Range & Oven      | <input type="checkbox"/> Hood & Fan               | <input type="checkbox"/> Garbage Disposal               | <input type="checkbox"/> Dishwasher            |
| <input type="checkbox"/> Refrigerator      | <input type="checkbox"/> Microwave                | <input type="checkbox"/> Washer & Dryer                 | <input type="checkbox"/> Wash/Dry Connections  |
| <input type="checkbox"/> Ceiling Fans      | <input type="checkbox"/> Individual Water Heaters | <input type="checkbox"/> Fireplaces # in project: _____ | <input type="checkbox"/> Carpeting             |
| <input type="checkbox"/> Vinyl Flooring    | <input type="checkbox"/> Other Flooring           | <input type="checkbox"/> Hardwood Floors                | <input type="checkbox"/> Steel Tub             |
| <input type="checkbox"/> Tub Enclosure     | <input type="checkbox"/> Fiberglass Tub/Shower    | <input type="checkbox"/> Stall Shower                   | <input type="checkbox"/> Tile Tub/Shower Walls |
| <input type="checkbox"/> Tile Counter Tops | <input type="checkbox"/> Laminated Counter Tops   | <input type="checkbox"/> Cultured Marble Pullmans       | <input type="checkbox"/> Monitored Security    |

**F. ON-SITE AMENITIES**

(Mark all applicable facilities for both proposed and existing projects)

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Community Room                       | <input type="checkbox"/> Recreation Room        | <input type="checkbox"/> Crafts Room                 | <input type="checkbox"/> Tennis Court               |
| <input type="checkbox"/> Common Dining                        | <input type="checkbox"/> Residential Kitchen    | <input type="checkbox"/> Commercial Kitchen          | <input type="checkbox"/> Volleyball Court           |
| <input type="checkbox"/> Utility Room                         | <input type="checkbox"/> Public Rest Room       | <input type="checkbox"/> Laundry Room                | <input type="checkbox"/> Basketball Court           |
| <input type="checkbox"/> Children's Play Area                 | <input type="checkbox"/> Playground Equipment   | <input type="checkbox"/> Monitored Security          | <input type="checkbox"/> Pool & Decking #: _____    |
| <input type="checkbox"/> Daycare Facility                     | <input type="checkbox"/> Picnic Area            | <input type="checkbox"/> Perimeter Fencing           |   |
| <input type="checkbox"/> Security Patrol                      | <input type="checkbox"/> Other: (specify) _____ |  |   |
| <input type="checkbox"/> Uncovered Parking # of spaces: _____ |   | <input type="checkbox"/> Carports # of spaces: _____ | <input type="checkbox"/> Garages # of spaces: _____ |

**G. CHDO FUNDS**

Funding Request: \$ \_\_\_\_\_ (County funds only)

Construction financing \_\_\_\_\_ Permanent financing \_\_\_\_\_ (Check one)

Grant: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Loan: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Terms of Loan: Interest Rate \_\_\_\_\_ % Amortization: \_\_\_\_\_

Term: \_\_\_\_\_ yrs. Payment Amount: \$ \_\_\_\_\_

Other Conditions: \_\_\_\_\_

**VI. VALUATION INFORMATION****A. APPRAISED VALUE**

Land Only: \$ \_\_\_\_\_ Date of Valuation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Existing Building (as is): \$ \_\_\_\_\_ Date of Valuation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed Building (as completed): \$ \_\_\_\_\_ Date of Valuation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Appraiser: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

<b>B. ASSESSED VALUE</b>	
Land: \$ _____	Assessment for the Year of: _____
Building: \$ _____	Valuation by: _____
Total Assessed Value: \$ _____	
Include a copy of the appraisal/market analysis	

<b>VII. OTHER SOURCES OF FUNDS*</b>
-------------------------------------

<b>A. ALL OTHER SOURCES</b>
<i>(if additional space is necessary, attach information directly behind this page)</i>

<b>I. Source:</b> _____ <b>Contact:</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Phone:</b> (    ) _____ <b>Type of Loan</b> (use appropriate letter(s) from chart below): _____ <b>Principal Amount::</b> \$ _____ <b>Interest Rate:</b> _____ % <b>Amortization:</b> _____ yrs. <b>Term:</b> _____ yrs. <b>Payment Amount:</b> \$ _____ <b>Priority of Lien:</b> _____ <b>*Commitment Date:</b> ____/____/____ Provide copy of commitment letter and agreement if available.
---

<b>II. Source:</b> _____ <b>Contact:</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Phone:</b> (    ) _____ <b>Type of Loan</b> (use appropriate letter(s) from chart below): _____
---

<b>Principal Amount::</b> \$ _____ <b>Interest Rate:</b> _____ % <b>Amortization:</b> _____ yrs. <b>Term:</b> _____ yrs. <b>Payment Amount:</b> \$ _____ <b>Priority of Lien:</b> _____ <b>*Commitment Date:</b> ____/____/____ Provide copy of commitment letter and agreement if available.
---

<b>III. Source:</b> _____ <b>Contact:</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Phone:</b> (    ) _____ <b>Type of Loan</b> (use appropriate letter(s) from chart below): _____ <b>Principal Amount:</b> \$ _____ <b>Interest Rate:</b> _____ % <b>Amortization:</b> _____ yrs. <b>Term:</b> _____ yrs. <b>Payment Amount:</b> \$ _____ <b>Priority of Lien:</b> _____ <b>*Commitment Date:</b> ____/____/____ Provide copy of commitment letter and agreement if available.
--

<b>VII. OTHER SOURCES OF FUNDS (continued)*</b>
---

<b>IV. Source:</b> _____ <b>Contact:</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Phone:</b> (    ) _____ <b>Type of Loan</b> (use appropriate letter(s) from chart below): _____ <b>Principal Amount::</b> \$ _____ <b>Interest Rate:</b> _____ % <b>Amortization:</b> _____ yrs. <b>Term:</b> _____ yrs. <b>Payment Amount:</b> \$ _____ <b>Priority of Lien:</b> _____ <b>*Commitment Date:</b> ____/____/____ Provide copy of commitment letter and agreement if available.
--



Designations for "Type of Loan" Entries

- A. Conventional Construction
- B. Conventional Permanent
- C. Conventional Gap
- D. Conventional Mini-Perm
- E. FHA
- F. HOME Program
- G. Private Funds
- H. CDBG Funds
- I. Multifamily Bonds

- J. Proceeds from the Syndication of Low Income Housing Tax Credits
- K. Other State Funds: (specify) \_\_\_\_\_
- L. Other Federal Funds: (specify): \_\_\_\_\_
- M. Local Government Funds: (specify) \_\_\_\_\_
- N. Recourse
- O. Limited Recourse
- P. Non-Recourse

**VIII. SUPPORTIVE SERVICES**

Are tenants currently provided with any supportive services? ☐ Yes ☐ No

Will supportive services be provided to tenants? ☐ Yes ☐ No Services are/will be: ☐ mandatory ☐ optional

Services are at tenant expense in excess of rent: ☐ Yes ☐ No Services are/will be: ☐ mandatory ☐ optional

*Provide detailed information under Exhibit N, as requested in Part 2 - Project Detail, Item VI.*

**IX. DEVELOPMENT CONSULTANT**

A consultant on behalf of the applicant prepared this application. ☐ Yes ☐ No

If yes, will the consultant also administer the proposed activity on behalf of the applicant? ☐ Yes ☐ No

Name of Consultant: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attach the consultant's resume under Exhibit H.

## X. DEVELOPMENT TEAM

A. Architect: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Is there a direct or indirect, financial, or other, interest with other team members or the applicant?    ☐ Yes ☐ No

If yes, describe relationship(s) between entities and/or principals: \_\_\_\_\_

B. General Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Is there a direct or indirect, financial, or other, interest with other team members or the applicant?    ☐ Yes ☐ No

If yes, describe relationship(s) between entities and/or principals: \_\_\_\_\_

C. Appraiser: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Is there a direct or indirect, financial, or other, interest with other team members or the applicant?    ☐ Yes ☐ No

If yes, describe relationship(s) between entities and/or principals: \_\_\_\_\_

D. Engineer: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Is there a direct or indirect, financial, or other, interest with other team members or the applicant?    ☐ Yes ☐ No

If yes, describe relationship(s) between entities and/or principals: \_\_\_\_\_

E. Cost Estimator: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Is there a direct or indirect, financial, or other, interest with other team members or the applicant?    ☐ Yes ☐ No

If yes, describe relationship(s) between entities and/or principals: \_\_\_\_\_

F. Project Attorney: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Is there a direct or indirect, financial, or other, interest with other team members or the applicant?    ☐ Yes ☐ No

If yes, describe relationship(s) between entities and/or principals: \_\_\_\_\_

G. Project Accountant \_\_\_\_\_ Contact:: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Is there a direct or indirect, financial, or other, interest with other team members or the applicant? ☐ Yes ☐ No

If yes, describe relationship(s) between entities and/or principals: \_\_\_\_\_

H. Property Manager : \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Is there a direct or indirect, financial, or other, interest with other team members or the applicant? ☐ Yes ☐ No

If yes, describe relationship(s) between entities and/or principals: \_\_\_\_\_

I. Syndicator or Underwriter: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Is there a direct or indirect, financial, or other, interest with other team members or the applicant? ☐ Yes ☐ No

If yes, describe relationship(s) between entities and/or principals: \_\_\_\_\_

## Project Income and Expense Pro Forma

(First Year of Stabilized Operations)

### RENT SCHEDULE

TYPE OF UNIT(*)	NUMBER OF UNITS	NUMBER OF BEDROOMS	NUMBER OF BATHS	UNIT SIZE IN SQ. FT.	TENANT CONTRIBUTION	TENANT PAID UTILITIES	RENT SUBSIDY	PROPOSED RENT PER UNIT
					\$	\$	\$	\$
<b>Total Units:</b>		<b>Net Rental Square Feet:</b>			<b>Gross Monthly Rent:</b>			\$

\* Designate each unit as one or more of the following:

**HO:** Homeless      **TC:** LIHTC-qualified      **LR:** Low HOME rent      **HR:** High HOME Rent  
**OO:** Owner Occupied      **EO:** Employee occupied      **FU:** Family unit      **HD:** Handicapped or disabled tenant  
**MR:** Market rent      **EL:** Elderly      **SRO:** Common use unit  
**PB:** Project-based Sec. 8 unit      **OS:** Other non-residential space

### ANNUAL INCOME

POTENTIAL GROSS ANNUAL RENTAL INCOME		\$
Provision for Vacancy & Collection Loss	Percent of Potential Gross Income	____%
Rental Concessions		
Deduct for Employee and/or Other Non-Rental Units	Number of non-income units:	_____
EFFECTIVE GROSS ANNUAL RENTAL INCOME		\$
Secondary Income	Income per unit per month:	\$ _____
Other Non-Rental Income	Describe:	
EFFECTIVE GROSS ANNUAL INCOME		\$

UTILITIES OR SERVICES TO BE PAID BY TENANT (please check all that applies):

Utility or Service	Heating	a. Natural Gas _____ b. Electric _____
Other Electricity	Cooking	a. Natural Gas _____ b. Electric _____
Air Conditioning	Water Heating	a. Natural Gas _____ b. Electric _____
Sewer	Trash Collection	
Range/Microwave	Refrigerator	
Water		

### Project Income and Expense Pro Forma

<b><u>General &amp; Administrative Expenses</u></b>			
Accounting	\$		
Advertising			
Legal fees			
Leased equipment			
Postage & office supplies			
Telephone			
Other office expenses			
Compliance fees			
Security			
Miscellaneous			
Total General & Administrative Expenses:			\$
<b>Management Fees:</b>	Percent of Effective Gross Income	_____ %	\$
Payroll, Payroll Tax & Employee Benefits			
Management	\$		
Maintenance			
Other : (describe) _____			
<b>Total Payroll, Payroll Tax &amp; Employee Benefits:</b>			\$
<b><u>Repairs &amp; Maintenance</u></b>			
Elevator	\$		
Exterminating			
Garbage/trash			
Grounds			
Repairs			
Pool			
Miscellaneous: (describe) _____			
Other: (describe) _____			
Total Repairs & Maintenance:			\$
<b><u>Utilities</u></b>			
Electrical	\$		
Natural gas			
Other Fuel (heat/water)			
Water & Sewer			
Cable TV			
Other: (describe) _____			
Total Utilities:			\$
Annual Insurance Premiums (all forms):	Rate per net rentable sq. ft.	\$	\$
Property Tax:	Assessed Value: \$ _____	Tax Rate per \$100 of Assessment \$ _____	\$
Other Taxes: (describe) _____			
Reserve for Replacements:	Reserves per unit per month	\$	
Other Expenses: (describe) _____			
<b>TOTAL ANNUAL EXPENSES</b>		Expense per unit: \$	\$
<b>NET OPERATING INCOME (before debt service)</b>			\$

**PROJECT PRO FORMA**

INCOME	RENT-UP YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 10
POTENTIAL GROSS ANNUAL RENTAL INCOME	\$	\$	\$	\$	\$	\$	\$
Provision for Vacancy & Collection Loss							
EFFECTIVE GROSS ANNUAL RENTAL INCOME	\$	\$	\$	\$	\$	\$	\$
Secondary – Non Rental Income							
EFFECTIVE GROSS ANNUAL INCOME	\$	\$	\$	\$	\$	\$	\$
<b>EXPENSES</b>							
General & Administrative Expenses	\$	\$	\$	\$	\$	\$	\$
Management Fee							
Payroll, Payroll Tax & Employee Benefits							
Repairs & Maintenance							
Utilities (electric & gas only)							
Utilities (water, sewer & trash only)							
Annual Insurance Premiums							
Property Tax							
Other Taxes							
Reserve for Replacements							
Other Expenses:							
TOTAL ANNUAL EXPENSES	\$	\$	\$	\$	\$	\$	\$
NET OPERATING INCOME	\$	\$	\$	\$	\$	\$	\$
<b>DEBT SERVICE</b>							
Source: (_____ @ _____ % _____ years)	\$	\$	\$	\$	\$	\$	\$
Other Annual Loan Payment:							
<b>NET CASH FLOW</b>	\$	\$	\$	\$	\$	\$	\$

**SOURCES AND USES OF FUNDS SUMMARY**  
*(from Detailed Development Budget)*

<b>SUMMARY OF SOURCES</b>		
<b>TYPE OF FINANCING</b>		<b>AMOUNT</b>
1	Erie County CHDO/HOME	\$
2	NYS Funds	
3	NYS HOME	
4	NYS CHDO	
5	Other State Funds	
6	Cash Equity	
7	In-Kind Equity	
8	CDBG	
9	Federal Funds (specify)	
10	Other Funds (specify)	
11		
12		
13		
14		
15	LIHTC Syndication Proceeds	
<b>TOTAL SOURCES</b>		\$

## DEVELOPMENT BUDGET

PROJECTED USES	AMOUNT	SOURCE
A. Acquisition Costs		
1. Land		
2. Existing Structures		
B. Site Work (not included in construction contract)		
1. Demolition/Clearance		
2. Site Remediation		
3. Improvements		
C. Construction/Rehabilitation (construction contract costs)		
1. Other Site Work		
2. New Construction		
3. Rehabilitation		
4. General Requirements		
5. Builder's Overhead		
6. Builder Profit		
7. Performance Bond Premium		
8. Construction Company		
D. Architectural and Engineering Fees		
1. Architect Fee—Design		
2. Architect Fee—Construction Supervision		
3. Engineering Fees		
E. Other Owner Costs		
1. Project Consultant		
2. Legal & Organizational Expenses		
3. Syndication Fees		
4. Market Study		
5. Survey		
6. Appraisal		
7. Soil Boring/Environmental Survey		
8. Tap Fees & Impact Fees		
9. Permitting		
10. Real Estate Attorney		
11. Construction Loan Legal		
F. Interim Costs		
1. Construction Insurance		
2. Construction Interest		
3. Construction Loan Origination Fee		
4. Title and Recording Fees		
G. Permanent Financing Fees and Expenses		
1. Credit report		
2. Permanent Loan Origination Fee		
3. Mortgage Broker Fees		
4. Title and Recording		
5. Counsel's Fee		
6. Lender's Counsel Fee		
H. Developer's Fee		
I. Initial Project Reserves		
1. Rent-Up Reserve		
2. Operating Reserve		
3. Replacement Reserve		
J. Tenant Relocation		
K. Project Administration & Management (during construction only)		
1. Marketing/Management		
2. Operating Reserve		
3. Taxes		
4. Insurance		
5. Interim Income (subtract from uses)		



**L. TOTAL USES**

**PROJECTED SOURCES**

**M. Interim Funding Sources**

1. Predevelopment loan
2. Acquisition/Construction Loan 1
3. Acquisition/Construction Loan 2
4. Bridge Loan (for equity)
5. Grants

**N. TOTAL INTERIM SOURCES**

**O. Permanent Funding Sources**

1. Equity pay-in
2. LIHTC Proceeds
3. Other Proceeds
4. Permanent Loan 1
5. Permanent Loan 2
6. Grants

**P. TOTAL PERMANENT SOURCES**

# **CHDO/HOME Program**

## **APPLICATION**

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### **PART 2**

### **PROJECT DETAIL**

## PART 2

### PROJECT DETAIL

*(provide the narrative response and any attachments requested behind the Exhibits as indicated)*

#### **I. Project Outline (EXHIBIT J)**

- A. Provide a brief description of the proposed activity, including the type of project or facility, the number of housing units or beds to be provided and the target population the project will serve. If the project involves expanding an existing facility, identify how many units or beds currently exist and how many will be created using the funding applied for. Describe the proximity of basic services to the project site, such as police, fire, emergency, medical, public transportation and social services.
- B. Provide a detailed description of the policies, procedures and eligibility requirements you will implement for the proposed activity.
- C. Attach a copy of the proposed resident lease or agreement, rental application.

#### **II. Needs Assessment (Exhibit K)**

- A. Describe the need for the proposed housing project Include information detailing existing housing and economic conditions. Summarize or cite evidence from public sources to document the need. Such documentation may include citations and references from the U.S. Census, the local Consolidated Plan, local or regional housing studies that refer to the target population, or market studies.
- B. How will the housing be marketed? Include any affirmative marketing plan the agency intends to use for the project.

#### **III. Community Involvement and Impact (Exhibit L)**

- A. Explain how long and in what manner your organization has served the community in which the project will be located. Describe any support the proposed project has received from local governmental officials, neighborhood groups or community associations, public agencies and potential project residents and project neighbors. Attach copies of any evidence of such support.
- B. Describe how your project will contribute to the social, economic, or physical revitalization of the neighborhood or community in which it is located. Examples of a contribution may include collaboration with local officials in a community improvement or commercial area revitalization district program, or collaboration with a local social service provider to provide services that are currently unavailable to the community at large.

**IV. Applicant Ability (Exhibit M)**

- A. Describe the objective, management structure and staffing of your organization. Explain your organization's experience and ability to implement, administer and manage affordable housing projects. Describe your ability and plan to satisfy all long-term monitoring and reporting requirements required by federal regulations.
- B. Provide a list of any facilities that you currently operate. Include information such as location, type of project, number of persons served, and length of years in operation.
- C. Indicate those members of your organization's Board who have experience in affordable housing projects, and in particular the type of activity for which you are applying for funding. What were their respective roles in past projects?

**V. Supportive Services (if applicable) (Exhibit N)**

- A. What supportive services does your project plan to provide to its residents?
- B. Describe the procedures for screening, intake and orientation of potential residents. Describe how new residents are assessed in order to determine their supportive service needs. Explain how the supportive services will help the resident move toward self-sufficiency. Describe the policies or procedures for discharge and for follow-up aftercare.
- C. If services are to be provided, list the service agencies currently under contract and attach a copy of the agreement(s). If there is no contractual agreement, attach a letter from the service provider explaining what services they will be providing to the residents of the project. List the following information for all supportive service providers: name of service provider; address; telephone number; if service is offered on-site or off-site, and type of service to be provided.

**VI. Set-Aside Income Category**

Please indicate the number and percentage of units set aside for each income category in the table below. (Refer to Attachment E for income categories). Will the HOME units be floating \_\_\_\_ fixed \_\_\_\_?

Description	# of Units	% of Total
Number of HOME-assisted units occupied by tenants at 61-80% of median income		
Number of HOME-assisted units occupied by tenants at 31-60% of median income		
Number of HOME-assisted units occupied by tenants at 30% and below of median income		
Number of HOME-assisted units occupied by tenants who are homeless		
<b>Total</b>	<b>Units</b>	<b>Units</b>

**VII. Accessibility Requirements (Exhibit O)**

A minimum of 5% of the project units (no less than one unit) and 100% of the common areas must be fully wheelchair accessible as defined by the Uniform Federal Accessibility Standards. Describe the number of units to be set-aside to meet the accessibility requirements and any features of the project that will promote accessibility for people with physical disabilities, such as ramps, doorways, hallways, bathrooms, elevators, hardware and fixtures, signage in Braille, TTD's or TTY's, or audio/visual emergency systems.

# **CHDO/HOME Program**

## **APPLICATION**

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### **PART 3**

## **DESCRIPTION OF ATTACHMENTS**

## **PART 3**

### **DESCRIPTION OF ATTACHMENTS**

*(Items marked with an asterisk (\*) indicate that a form is supplied for your use in the appendices)*

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- Exhibit A**      Community Housing Development Organization (CHDO) requirements.
- Use the CHDO checklist\* to determine the document required by Erie County to designate your corporation as a CHDO.  
Evidence of all required documentation should be included under Exhibit A.
- Exhibit B**      Evidence of site control
- Provide evidence of site control in the form of a deed, contract of sale, lease with purchase option or other form acceptable to the Department.
- Exhibit C**      Evidence of proper zoning.
- Provide a letter from the local zoning office indicating that the project is properly zoned for the proposed HOME project. If a zoning change, variance or exception is required, provide documentation from the local zoning office describing the required approval process and provide a detailed schedule for obtaining the approval.
- Exhibit D**      Preliminary Plans and Specifications – Summary Cost Estimates, and Evidence of Availability of Utilities.
- Preliminary plans and specifications, including: site plan showing all existing structures on the site, and the location of proposed structures; elevation drawings of the front, rear and one side of all proposed buildings; schematic floor plans at 1/8 inch or 1/4 inch scale indicating the proposed layout for each floor; typical unit layouts at 1/4 inch scale indicating room dimensions, equipment location, and any special features; and, outline specifications or summary scope of work providing a brief description of the planned construction methods and materials to be used.
  - Provide a letter from the respective utility providers evidencing the availability of public utilities, including water, sewer, electricity and other utilities as required.
- Exhibit E**      Project Work Schedule
- A schedule showing projected time frames for the commencement and completion of each stage of the development period (including planning, construction, and occupancy). Include in the schedule the projected time frame for the expenditure of CHDO funds. The projected time frame must show the first draw for an eligible expense of CHDO funds will be made before May 1, 2014.
- Exhibit F**      Evidence of Capital Financing Commitments
- Provide documentation of other capital financial sources necessary to undertake the proposed activity. This information should include contractual agreements, a contact name and phone number, and the amount, rate, terms and conditions of the financing. Also, include any letters evidencing gifts of trade, craft or professional services made to the project.

- Exhibit G** Evidence of Operating Funds
- Provide documentation (letters of commitment, contractual agreements) from identified sources of funds necessary to implement and operate your project. This information should include a contact name and phone number, and the amount, length of availability of funding and any restrictions on the use of the funds.
- Exhibit H** Development Team Resumes or Corporate Profiles
- Provide information on all members of the Development Team identified in the application. Also, provide copies of any executed contracts with any member of the development team for which a contractual agreement exists.
- Exhibit I** Relocation/Displacement Plan (if applicable)
- If the project involves rehabilitation of occupied housing, you must attach a plan that fully addresses the procedures you will implement to temporarily or permanently relocate tenants during the rehabilitation. Provide details on all costs you will pay and expenses for which the tenants will be reimbursed.

<p align="center"><b>The following items refer to the information requested in Part II - Project Detail Section</b></p>
---

- Exhibit J** Project Outline
- Provide a narrative response and a copy of the proposed resident lease or agreement.
- Exhibit K** Needs Assessment
- Provide a narrative response and any applicable attachments in support of the need for your project. Include a formal Market Study.
- Exhibit L** Community Involvement and Impact
- Provide a narrative response and copies of any letters of support from local organizations or community associations or neighborhood groups who may be affected by the proposed project.
- Exhibit M** Applicant Ability
- Provide information on the structure, experience and capacity of your organization. Provide a schedule of facilities currently operated. Provide information on members of your Board with experience in affordable housing.
- Exhibit N** Supportive Services
- Describe the supportive services you will provide to your residents, as well as the intake, assessment and referral procedures. Attach copies of agreements with supportive service providers.
- Exhibit O** Accessibility Requirements
- Provide information on how your project will meet the accessibility requirements.